

**Checklist of documents that need to be updated when there is a new
Child Nutrition Director and/or a new Superintendent**

1. Permanent Agreement: Superintendent
2. Statement of Authority: Both
3. Procurement Certification: Both
4. Free and Reduced Price Policy Statement: Child Nutrition Director
5. Direct Certification ID Authorization: Child Nutrition Director
6. Security Agreement: Child Nutrition Director
7. Sponsor application in CNIPS: Both